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# SPECIAL LIBRARIES

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Vol. 15

May, 1924

No. 5

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## THE SPECIAL LIBRARIAN AND THE GENERAL LIBRARY

*By Frank H. Chase*

## THE LIBRARY: A NECESSARY ADJUNCT TO STATISTICAL WORK

*By Guy E. Marion*

## SOURCES OF COST INFORMA- TION

*Metropolitan Life Insurance Co.*

## REVIEWS:

### SCHOLFIELD, FILING DEPART- MENT OPERATION AND CONTROL

*By Virginia Fairfax*

### RIDER, CLASSIFICATION FOR LIT- ERATURE OF BUSINESS

*By Ruth Alexander*

Published Monthly Except July and August by

## THE SPECIAL LIBRARIES ASSOCIATION

958-972 University Ave., New York, N. Y.

Checks should be made out to the Association and mailed to  
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# Special Libraries

Vol. 15

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## The Special Librarian and the General Library

By Frank H. Chase, *Reference Librarian*, Boston Public Library

What is a special librarian? The genus was not really isolated until the formation of the Special Libraries Association in 1909. Since then the special librarians have been holding meetings from time to time, and directories of special libraries have been compiled. Is the special librarian so different after all, or is it merely his name which separates him from the rest of his kind?

As one looks into the matter, one is driven more and more to the conclusion that it is the name which is different. A librarian is one thing; a special librarian may be either of two things—the librarian of a special collection of books or a sort of research assistant or secretary, who will probably have a few books among his tools, but whose chief occupation is to gather and digest information, from whatever source. So long as special libraries associations fail to discriminate between these two classes of persons, so long their field will continue to be ill-defined, and their membership conscious of no single aim. There is today a greater range of difference within the special libraries group itself than between the special librarian who has a library and the more regular members of his race.

### Each Learns From the Others

With the process of time, the doors of the special libraries associations have swung wider and wider, opening first to departmental chiefs and assistants in general libraries, and then to the heads of those libraries. Both the special library and the general library have found it worth while to meet together, and to get each other's points of view. As a result, each class of library is learning something from the other. The special libraries are discovering that the larger general libraries contain most of the books which they need to use, and that they are very glad to have the special librarians use them; the general libraries—and under this head I include

both public and university libraries—on the other hand are gaining respect for the fugitive material which forms so important a part of the stock of many special libraries, and are speeding up their methods, to keep pace with the demands of business men and their librarians. It may, I think, be said with truth that the larger general libraries now include practically all the classes of material found useful by special libraries; though their librarians do not perform all of the secretarial functions of many special librarians.

### Why "Special"?

The special librarian—so far as he is a librarian—is found on acquaintance to be essentially the same sort of creature as if his library were not called special. He collects, classifies and administers printed matter, according to methods which do not differ greatly from those of the general library. In fact, the line which separates the special from the general library is often an invisible one. The library of a genealogical society may regard its field with a greater intensity and narrowness of view than the genealogical department of a public library; but the distinction is one of degree, not of character. The business branch of a great public library serves a wider public than the library of a single corporation; but its material is of the same sort, and its methods and purposes follow similar lines. The focus of the special library is sharper, its public more restricted; but it is still a library.

### Sinking the Differences

In view of these facts, which will be generally admitted, have not both general and special librarian more to gain than to lose by drawing together and sinking their differences? Many members of special libraries associations are, indeed, only glorified secretaries; but is this the function which they desire to emphasize? Will not the professional signifi-

cance of the special librarian be increased, rather than diminished, by laying stress on his regularity, instead of his special quality? The farther he gets from librarianship, the more nearly he lapses into a secretary, even if a special kind of secretary. He must remember that the term librarian no longer means—as it did before the inception of the special libraries movement—a mere custodian of books; the librarian is coming more and more to recognize his field as that of information, no matter in what form contained, and his function as service, just as prompt and flexible as may be.

More than this, the public libraries are recognizing more and more their obligation and opportunity to serve the business men of the community; they are establishing business branches, and organizing technical departments devoted to the requirements of the city's industry and commerce. Similarly, the universities are developing schools of business and technology, with libraries which duplicate every feature—except restriction of service—of the private business library. And there is a steady increase in the mutual relations of the two groups of libraries—special and general. Every large library in the country is learning to make use of the special libraries of the community and of their librarians; on the other hand, every special librarian learns that for many of his needs he must rely on the large public or university library. The field is one; why split it?

#### Looking Into the Future

This growing interdependence between general and special libraries suggests a look forward to the time, not very far distant, when

each special library in a city or district will be, so far as function and service are concerned, a sort of sub-branch or station of the general library or libraries of the region. There will be free and easy interchange of material between public and special libraries, by means of a regularly organized service. The special library will call upon the public library for the loan of its books and for reference service of a general character; the public library will similarly call on the special library for material and advice—so far as it is possible to share them—in its restricted field, which it cultivates with the intensity possible only to one who narrows his activities. The librarian of the special library will be a sort of unofficial expert assistant of the general library; while the entire staff of the general library will be at the disposal of the special library and its librarian.

This is not Utopia; it is simply a statement in general terms of what is already going on in a number of communities. Those who do not believe this should read the advance report of the Committee on Methods of the Special Libraries Association, published last year. I repeat, the field is one, and every consideration—above all, economy, in a world of increasing complexity—points the way to a larger measure of co-operation between its general and its special representatives. Nothing, I believe, is to be gained by a continued emphasis on the differences which distinguish the special libraries. The special library is a special case of the library; but it is no less a library. Does the average special librarian wish to be secretary or librarian? If the latter, let him say so clearly.

## The Library: a Necessary Adjunct to Statistical Work

By Guy E. Marion, Los Angeles Chamber of Commerce

Speaking first of all statistically, inasmuch as this association is devoting its prime efforts to the statistical work of this city and community, let me bring to your attention that there were at the time the last directory was issued, over thirteen hundred small or large so called "special libraries" in this country. They are grouped together in one national organization called the Special Libraries Association with eight local organizations at the

following points: Boston, New York, Philadelphia, Chicago, Cleveland, Detroit, Pittsburgh, Southern California, Washington, D.C., and possibly San Francisco.

In 1909, when this organization was first brought into being, there were fifty-five special libraries located chiefly along the eastern sea board. This, however, has now grown to over seven hundred and thirteen, as shown by a recent national report of the Secretary-

Treasurer, of which six hundred and four were subscribers to the periodical called *SPECIAL LIBRARIES* and one hundred and nine non-subscribers.

The above referred to publication is now entering its fifteenth year and contains thousands of references which are being well-indexed and are of untold value to the average business organization.

This will furnish a slight statistical background of a movement which has grown in the short space of fourteen years to a body standing in a commanding position of influence in the library world and one which has won the commendation of two secretaries of the United States Department of Commerce—Redfield and Hoover.

Much of the impetus which has recently come to the association was a direct result of the World War when for the first time, the need for facts was made imperative and when action of every kind was first of all predicated upon the existing knowledge of any and every situation. You will ask what all this has to do with statistics and you will notice from the title given to this paper that one member of your association, at least, believes that a special library is a very necessary adjunct to any important statistical work. Let me tell you in brief, if I may, in just what directions this assistance lies.

#### Gathers Material

A special library can assist the average statistician in four very direct and important directions. First, in the assembling of all needed material, thus saving the time of the actual working statistician; second, in the arranging of all material needed in the statistician's work in accordance with the most scientific and approved practices, thus making for the general efficiency and permanency of his files; third, in the assembling of necessary material for important problems at hand, thus adding background to his interpretations; and fourth, by preparing bibliographies for research and statistical surveys, thus establishing their authority in the eyes of their readers and making clear to them that the findings were based on something more than heresay.

Why group all of these activities under the heading of a library, some of you will say? And others of us will think, perhaps, that we are each of us doing all of these things now. To this let me say there is undoubtedly a large element of truth in taking such a position, but we, speaking personally, believe the

modern, up-to-date librarian has special qualifications which entitle him or her to lay first claim to the right to do these things, whether it be for the engineer, the statistician, the advertising man, or the executive in business.

What these special qualifications are, we may make clear by analyzing the four above points a little more closely. The librarian can assemble the necessary material for statistical work because he knows first of all the sources of such material from the preparation which he has had for his profession. Second, he knows the channels through which material can best be made to flow into the statistical file, through a wide acquaintance with other librarians in other fields of activity. Again, he has contacts which are usually unknown to the average business man or to the pure statistician, if we may speak of him as such. Through his own professional organization, he comes in contact with these unusual source points of knowledge and, if he is alive to his work, he will mentally as well as physically index these sources against his future needs.

As a concrete instance of this very point: some years ago, a certain statistician was filling the position of special librarian in charge of the Information Department of a large chemical organization in the east. In the course of reading the day's mail, he had seen an interesting item describing fully a new material recently uncovered and developed in the Philippine Islands.

Recognizing that this new material might possibly be utilized in the future in this country, as a base for paper material, or in connection with textile work, he carefully classified and put away the clipping, indexing it in several ways. At the same time, he wrote to the Consular Agent of the United States Government from whom the notice in the *Daily Consular and Trade Review* had emanated, and asked for samples of the material. This was all in the day's work, and nothing was thought of it at the time it was done.

Some months later, the manager of the Research Department of the same organization received a call from a lady who had an interesting material which she had found available in the millinery trade for trimming hats. Not recognizing it, she had brought it to this concern of chemists and engineers, believing they could identify it. The manager of the Research Department subjected the new material submitted to all of the usual tests such as chemical, physical and microscopic, and felt that he had discovered something new and

was on the point of rendering an opinion when he stepped into the library on the chance that the library might have some knowledge of it. This library, by the way, contained a museum of various sundry materials new and old which had been acquired from time to time by the laboratory. Instantly, the librarian pictured the material he had on file which he had acquired as above described some months before. Card indexes drew out the material, and placing it side by side with the sample of the new millinery product, much to the surprise of the Research Department manager, the materials were identical. The library had won thus a friend and shown its ability to serve this organization distinctively. This is typical of the sort of foresight which the modern special librarian who is worthwhile applies to his work, anticipating wherever possible the needs of the organization he serves.

Again, in the assembling of the needed material, the special librarian knows the best processes to use for getting various kinds of material. He has been trained to do this accumulating work in the most expeditious way.

#### Arranges Material

But when it comes to the arranging of the statistical material needed in their departments a person with library qualifications shines pre-eminently, for, first of all, he knows classification in a broad way, having been trained to classify the world's literature, embracing all knowledge. Second, he knows cataloging—in other words, the brief pinning down of material where it cannot escape. Third, he knows filing as no file clerk does, and the superiority of each system for its particular purposes, for that is one of the chief portions of his stock in trade. Fourth, in indexing properly, distinct from cataloging, he is especially trained and can do cross-indexing with greater ease and accuracy having a better background and a better knowledge of the choice of proper subject headings. Further, he knows the comparative advantages of pamphlet boxes, binders, containers, filing cabinets, etc. All of these you will recognize as the physical needs in handling data.

#### Evaluates Material

Let us suppose, however, that you have found all of these things well taken care of by your rather superior file clerk whom you have trained to do them as you have wanted them done. When it comes to the third point, or

the assembling of the material for the immediate problems, we believe the library type of man can work most effectively to aid the statistician, for this person knows best of all how to work quickly from indexes and catalogs, to the actual material in the files. He knows how to use reference books and other library helps which the average person not so trained has found difficult. He has again, if actively awake to what is going on in his profession, a knowledge of the contents of other similar collections both in his immediate neighborhood and throughout a wide territory, if he has taken the full advantage of cultivating the acquaintance of other special librarians. And once more, he can use discrimination in bringing material together and eliminating the worthless data which a less well-equipped person would leave in the material to be worked over by the statistician.

In the preparation of bibliographies, the statistician needs the library trained person sorely for no one knows better the proper method of preparing and setting up a scientific bibliography than a person who has become thoroughly familiar with this practice through study and actual work. Again the librarian can be of great assistance here in evaluating the material and the references used, thus making the bibliography used a credit to the study or survey at hand. The librarian knows best how to make the proper citations and will do this work with a care and correctness, not to say ease unapproached by the average clerical worker.

Have we made our defense too strong for the need of the librarian in the strong statistical department? We have hoped in this brief outline to point out some of his outstanding strengths and we believe the better statistician will quickly seize "the librarian" as a staff to lean upon for with a properly organized library behind him, the average statistician will make much more rapid progress and be able to get further on the road of his mission.

#### Discoveries Made in Libraries

Professor Jacques Loeb in a recent address said, "We imagine that it is in the laboratory that men discover new truth and that if we can only provide well equipped laboratories, important truth will soon be discovered. That is not the case. Real discoveries are actually made in the library and subsequently tested out in the laboratory. A new discovery is a new combination of old ideas and those com-

binations are most likely to occur to the mind of the scientist, not when he is handling material things but when he is brooding over the thoughts of other men and re-thinking them himself. In those hours of profound reflection, the new combination may occur to him and then he goes to his laboratory to verify or disprove. The library remains the great essential to discovery."

While this statement may be of chief interest in connection with research work in the sciences, we have but to study the experience of such organizations as the great insurance companies, to see the finest application of the library idea to the statistician's work. Perhaps the most outstanding library of this type in this country was that maintained by the Prudential Life Insurance Co. in Newark, N.J. long famous as one of the leading statistical libraries of the country under the able leadership of Dr. Hoffman, or, more recently, the development of the library of the Metropolitan Life Insurance Co., of New York. Many will be familiar with the statistical work emanating for many years from the Philadelphia

Commercial Museum which of necessity has rested upon the library background of Mr. John MacFarlane. Again, many may be familiar with the Bureau of Railway Economics in Washington, D.C., whose organization is composed of two main branches, one headed by a statistician, the other, a librarian. These two persons have been happily linked in carrying forward a splendid piece of work redounding greatly to the credit of the bureau, now recognized as an authority in all economic questions relating to the railroads of the United States. In the building up of their statistical service, there has grown up hand in hand one of the finest collections of railroad literature available anywhere in the world.

Cases like the above could be multiplied many times over if it were necessary. Suffice it to say that the average statistician will do better, and more thorough work, if associated with a person of library experience and training. What might not be expected if we were so fortunate as to find a combination of the two types of mind in one and the same person.

## Sources of Cost Information

*A reprint of business leaflet No. Six issued by the Policyholders' Service Bureau, Group Insurance Division, Metropolitan Life Insurance Co., New York.*

This leaflet describes the main sources of cost information, so that a business man facing a cost problem may know immediately where to turn for assistance. The leaflet also serves to acquaint business men with the national interest shown in adequate cost accounting by numerous important agencies. The sources of cost information may be summarized as follows:

- A—Federal Agencies and Departments.
- B—United States Chamber of Commerce.
- C—Local Chambers of Commerce and Manufacturers' Associations.
- D—Trade Associations.
- E—Professional Associations of Cost Accountants.
- F—Private Companies.
- G—Trade Magazines.
- H—Management Magazines.
- I—Business Digests.
- J—Universities.
- K—Publications in Book Form.

### A—Federal Agencies and Departments

In 1916 the Federal Trade Commission published two pamphlets on cost accounting which are still the best of their kind for an introduction into cost problems. These pamphlets are entitled:

- 1—"Fundamentals of a Cost System for Manufacturers."
- 2—"System of Accounts for Retail Merchants."

(Copies of these pamphlets, as well as all others mentioned under this section, may be obtained from the Superintendent of Public Documents at a nominal cost).

Other governmental accounting publications are:

- 1—"Cost Keeping for Small Metal Mines." (Bureau of Mines)
- 2—"System of Accounts for Cotton Ginneries." (Department of Agriculture)
- 3—"Approved Methods for the Preparation of Balance Sheet Statements." (Federal Reserve Board)
- 4—"Uniform System of Accounts for Telephone Companies." (Interstate Commerce Commission)



### B—Chamber of Commerce of the United States

The United States Chamber of Commerce has shown a deep interest in promoting better accounting methods and in that connection has issued a series of pamphlets, single copies of which may be obtained, without cost, by addressing the Chamber at Washington, D.C. The names of some of these pamphlets follow:

- 1—"What a Cost System Should Do for You."
- 2—"Overhead Expenses—How to Distribute Them in Good and Bad Times."
- 3—"Depreciation—Its Treatment in Production."
- 4—"Perpetual Inventory or Stores Control."
- 5—"Budgeting for Business Control."

### C—Local Chambers of Commerce and Manufacturers' Associations

At various points in the country, Cost Associations have been formed within Chambers of Commerce and Manufacturers' Associations to provide for the interchange of cost thought. Notably good work has been done in Chicago by the Illinois Manufacturers' Cost Association, and in Boston by the Boston Chamber of Commerce.

The titles of some of the publications of these two organizations follow:

#### *Illinois Manufacturers' Cost Association*

- 1—"The Preparation and Use of Financial Statements."
- 2—"Cost Report for Executives."
- 3—"Methods of Wage Payment in Metal Industries—Machine Shops."

#### *Boston Chamber of Commerce*

- 1—"Budgetary Control for Business."
- 2—"Retail Inventory Shortages and Remedies."

(If the supply of the preceding publications is not exhausted, single copies may be secured, it is believed, without cost).

### D—Trade Associations

Over one hundred trade associations have attempted, and some thirty have actually established, standardized systems of cost accounting. Such cost systems are usually worked out in report form and, where accessible, should be referred to as a starting point on cost problems affecting particular industries.

The practices of trade associations are not uniform in making this cost information available. The policy of some is very liberal in this respect. Others feel that the cost system should be chiefly for the use of their own members who have had to bear the expense involved in financing it.

The following is a partial list of associations that have worked out acceptable standard cost systems. The Bureau is without knowledge upon what terms the associations will make the reports available to non-members:

#### *Printing*

United Typothetae, Incorporated, Chicago, Ill.

#### *Mill Work*

Millwork Cost Information Bureau, Chicago, Ill.

#### *Newsprint*

Newsprint Service Bureau, New York City.

#### *Laundry*

Laundry Owners' National Association, La Salle, Ill.

#### *Ship Building*

Atlantic Coast Ship Builders' Association, Philadelphia, Pa.

#### *Electrical Products*

Associated Manufacturers of Electric Supplies, New York City.

#### *Paint*

Paint Manufacturers' Association of the United States, Philadelphia, Pa.

#### *Biscuits and Crackers*

Biscuit and Cracker Manufacturers' Association, New York.

#### *Chair*

National Association of Chair Manufacturers, Chicago, Ill.

#### *Paper Boxes*

National Paper Box Manufacturers' Association, Philadelphia, Pa.

#### *Department Stores*

National Retail Dry Goods Association, New York City.

#### *Leather*

Tanners Council of the United States of America, New York City.

#### *Hosiery*

National Association of Hosiery and Underwear Manufacturers, Philadelphia, Pa.

#### *Surgical*

American Surgical Trade Association.

Cost Accounting in an industry never can be perfect. There are new developments and improvements almost every year. Accordingly, the most progressive trade associations have formed separate associations of the cost men of the industry. This is true of the Newsprint Service Bureau, of the Refractories Manufacturers' Association and of the Biscuit and Cracker Manufacturers' Association. From one to four times a year, the cost accountants of these industries meet to discuss and devise improvements in existing cost practices.

#### **E—Professional Associations of Cost Accountants**

Approximately three years ago, the National Association of Cost Accountants was formed. Its membership now is approximately twenty-five hundred. Professional accountants, controllers, and factory cost accountants throughout the United States are members of the organization. Each year it holds an annual convention, the proceedings of which are published in book form. Some of the subjects discussed at the 1922 convention include the following: "Sales and Administration Costs"; "Budgets—Their Construction and Use"; "Cost Problems of the Textile Industry"; "Standards as a Means of Reducing Costs."

From time to time throughout the year, the National Association of Cost Accountants issues pamphlets on specific cost accounting questions. The scope of such publications will be indicated by the following selected titles:

- "Salmon Canning Costs."
- "Cost Methods in a Hosiery Mill."
- "Woolen Mill Costs."
- "Steamship Operating and Terminal Costs."
- "Cost Practices and Problems in the Production of Coke."
- "Production Costs in the Manufacture of Phonograph Records."
- "Cost Problems in the Wrought Iron Industry."

The National Association of Cost Accountants also maintains local chapters in the principal industrial cities.

#### **F—Private Companies**

Interest of private companies in the importance of cost methods is shown to be from one of three motives:

*a*—As an aid in merchandizing the products of the company. Thus the Elliott-Fisher Com-

pany and the National Cash Register Company will devise forms suitable to the requirements of purchasers of its billing machines; the same is true of the McCaskey Register Company, and of the Index Visible, for the products of such companies.

(These names are given merely to illustrate the practice).

*b*—Private companies are interested in improving business methods of those to whom they sell—in other words, the dealer. A progressive manufacturer is not interested merely in selling his product to a distributor, but also is extremely interested in seeing that the consumer purchases his product from the distributor, and so the manufacturer is vitally concerned in making a better business man out of the dealer.

A selection of companies that have recognized this business advantage, with the names of some of their publications, follows:

- Lucas Company—"100 Per Cent. Retail Selling."
- Hart Schaffner and Marx—"Daily Report Forms."
- \* Fleischmann and Company—"Yeast."
- Cousins—"Your Hand Always on the Wheel."

*c*—Private companies are interested in better business methods as an element in a comprehensive personnel program. For example, the Metropolitan Life Insurance Company sells Group Insurance. Group Insurance is one factor that makes for a better relation between employer and employee. Another such factor is continued prosperity of the enterprises. Happier relations exist where an enterprise is flourishing than where it is being forced to the wall, and so the Metropolitan Life is intensely interested in promoting the cause of better business methods.

As typical of this interest of the Metropolitan Life Insurance Company are the following publications:

#### *Business Leaflets*

- 1—"Budgeting for Business Control."
- 2—"Methods of Organizing Salesmen's Time."
- 3—"The Sales Budget"
- 4—"The Control of Material."
- 5—"Making the Most of the Small Shop."
- a*—"Budget Plan for the Garment Industry."

- b—"Budget Plan for the Ice Cream Industry."
- c—"Budget Plan for Newspaper Enterprises."

#### G—Trade Magazines

The principal trade papers carry dependable cost information for the specific field they represent. Among such magazines may be cited:

- 1—The American Machinist.
  - 2—Iron Age.
  - 3—Foundry.
  - 4—Dry Goods Economist.
  - 5—Hardware Age.
  - 6—Manufacturing Confectioner.
  - 7—Ice Cream Trade Journal.
  - 8—Railway Age.
  - 9—Michigan Manufacturer and Financial Record.
  - 10—Furniture World.
  - 11—Business Digest.
  - 12—Hide and Leather.
  - 13—The Wood Worker.
  - 14—Paper Trade Journal.
  - 15—Manufacturers' News.
  - 16—Building News.
  - 17—National Printer Journalist.
  - 18—Domestic Engineering.
  - 19—American Lumberman.
  - 20—National Jeweler.
  - 21—The Financial Post (Toronto).
  - 22—The Metal Industry.
  - 23—India Rubber World.
  - 24—Iron Trade Review.
  - 25—Millinery Digest.
  - 26—Building Age.
  - 27—Manufacturing Clothier.
- (The foregoing list is merely illustrative and by no means complete.)

#### H—Management Magazines

There are other magazines that cover the entire field of management methods, reproducing the experiences and procedure of successful companies. Among such magazines may be cited:

- 1—Management and Administration.
- 2—Journal of Accountancy.
- 3—Factory.
- 4—Harvard Business Review.
- 5—System.

#### I—Business Digests and Indexes

The busy executive cannot possibly find time to read all the worthwhile articles on Cost

Accounting and related subjects appearing from month to month. There are therefore a number of services which brief and digest worthwhile articles. Among such services may be cited the "Business Digest," and the "Industrial Digest."

The Accountants' Index is a handy volume which lists books, reports and periodical articles appearing in print, 1912-1920. Names of authors, titles and subjects are arranged in a single alphabetical form.

The Engineering Index, while covering the more extended field of Management and Technology, lists information of interest to the cost accountant. The Industrial Arts Index covers a somewhat wider range of business and commercial subjects. These two indexes furnish a guide to the information appearing currently in more than twelve hundred technical and trade publications.

#### J—Universities

Universities are participating in an important way in the movement for better management methods. Reference is not made to courses that are given in a large number of colleges and universities, but to original research work that is undertaken. For example, New York University conducted an investigation of methods of paying salesmen in the coffee and grocery trade; University of Nebraska is making studies of the operating expenses in retail grocery stores in Nebraska; Northwestern University has done the best work to date in retail clothing. The importance of the work of Harvard University for the hardware, drug, jewelry, shoe and department store fields cannot be overestimated.

#### K—Publications

Finally there are useful texts on Cost Accounting, among which may be included:

- 1—Eggleston & Robinson—"Business Costs."
- 2—Jordan & Harris—"Cost Accounting."
- 3—Nicholson & Rohrbach—"Cost Accounting"
- 4—Elbourne—"Factory Administration and Accounts."

The foregoing is intended for immediate reference by executives faced with cost problems or interested in improving cost methods. The outline shows the numerous effective agencies that are seeking to reduce the cost of production and manufacture, and are thus conspicuously serving that great mass of consumers of which we all form a part.

## Filing Department Operation and Control

By Ethel E. Scholfield, Ronald Press, 1923

*Reviewed by Virginia Fairfax, director Standard School of Filing and Indexing, New Orleans*

There is great need in the commercial world for information on the organization and maintenance of a file or filing department—information for the management and instruction for the file clerk—and Miss Scholfield's "Filing Department Operation and Control" should be a welcome addition to the limited supply of literature on this subject. It is, therefore, all the more to be regretted that this book should be over-loaded with material that is irrelevant, or with information that does not come within the province of the filing department; specifically, information on the organization of a business library.

This book is addressed primarily to executives who undoubtedly need information and education both in the principles of filing and indexing, and in the value of the service that a properly operated filing department can and should give. These chapters should furnish considerable "food for thought" for the average office manager, and result in a vast improvement in filing departments, if the directions therein are followed.

The reviewer heartily endorses all that Miss Scholfield recommends in her discussion of commercial files, with the exception of some minor points of difference, and believes that her presentation of this subject is the best and most complete that has been made.

In discussing the business library, Miss Scholfield reveals at the start a mistaken idea of the functions of a business library. She says on page 14, "The business librarian tries to be able to tell you something on anything. She 'spreads,' generalizes . . . But the file clerk must work her field thoroughly and be able to produce at a moment's notice everything that pertains to a given subject." Correct, but the file clerk's field is within her organization—it is limited. She only produces what has been furnished her by the company's activities. The file department is concerned only with the commercial papers and records created by the activities of that specific organization, and therefore can only produce the information on a given subject that has come in to or been produced by that organization.

### The Librarian

Quite contrary to Miss Scholfield's mistaken idea, the business librarian is expected to give, and does give, as specific and complete information on a subject inquired for, as does the file clerk in her department, and the business librarian is concerned with, or works the whole field of print; all knowledge created outside of her organization that may assist its development must be collected and made ready for service to its problems of operation. Her duty is to gather the maximum of information from every source—print, manuscript, letters and spoken word—which may be used in solving problems and preventing errors of judgment; to anticipate the needs of her clientele in order that information may be immediately available when any problem arises within the organization she serves. It is with this purpose in view that in some business houses all letters that are routed for the filing department pass through the hands of the librarian, in order that she may be continually informed of the company's activities.

Inquiries of a personal character, by that is meant inquiries for information that is irrelevant to company business, may be answered in a general way if the librarian has not the time to take from company business to give a more thorough research.

### The Files

There are two chapters devoted to Subject Files, and one to Clippings and Pamphlet Files. Undoubtedly there are files of commercial papers, as distinguished from library files, that are required to be in subject arrangement, but, in the reviewer's opinion, these two chapters do not give the information necessary for the organization of such files, but rather will confuse the uninitiated reader, whether he be executive or file clerk. The assigning of subject headings is one of the most difficult branches of library science, and these few pages are not adequate to teach this subject, even in its application to the limited field of commercial filing.

Chapter 12, in its discussion of systems of classification that pertain only to the classification of books, is very likely to further confuse the executive. If a decimal classification is necessary, or rather thought necessary, for files of commercial papers, these pages will not

help to determine the need for one nor help the executive or file clerk to make one. Miss Scholfield says, on page 143, that classification is an art in itself and needs an expert. Why, then, this chapter which in its opening paragraphs states that its purpose is to teach the fundamental principles of classification?

### The Library

Clippings and pamphlets belong in the business library, and, in order that they give adequate service, should be organized and maintained by a technically trained librarian. If Miss Scholfield believes these two departments, the commercial files and the business library, should be separate, and each supervised by a trained expert, and by reading Chapter 1 the reviewer assumes she does, why then does she not dismiss the subject of business libraries with some positive statement instead of giving the executive this impression, and then confuse him with the suggestion that his file clerk can do satisfactorily the important work required of a business library? She makes the further mistake of saying that "the file clerk who is asked to supervise a business library during its egg and incubation stages should become acquainted with a few elementary books on the subject." Two of those recommended are, "Better Business Libraries," by Louise B. Krause, and "Business Library Classification," by Julia E. Elliott. The latter is written for trained librarians experienced in classifying, and "Better Business Libraries" is addressed to executives and says in no uncertain words that to obtain *better* business libraries, they must be organized and maintained by a librarian who knows how.

The "egg and incubation stages" are the important stages. A sure foundation must be laid on which to rear the superstructure of a business library, else much money and time will be wasted in doing this work over. If a trained librarian cannot be afforded by the business house wishing to develop a business library, then it were better that a library organizer be employed during the "egg and incubation stages" to start the department on the right road and give some instruction to the person who is to carry it on. Many business libraries have been dubbed a failure because

the business man has expected expert service from an untrained operator, as is implied in this book that he may. The library idea is then condemned instead of the executive who ignorantly expected superior library results with untrained clerks. The business man who aims to save the salary of a trained librarian by using his file clerk for work for which she has neither training nor time, fails to count his expenditures for waste efforts which far exceed the expense of competent library service.

### The File Clerk

Undoubtedly there are high grade file supervisors who may, by study, learn to establish and maintain a business library with success. They are, however, the exceptional file clerks. The majority of file clerks are not prepared for this technical work. Close contact with filing departments in the business world has proved conclusively to the reviewer that even a high grade file clerk, who may desire to maintain these two departments, is too busy with her legitimate job, and does not have time in which to organize and maintain adequately even a clipping and pamphlet file, to say nothing of a library. One or the other will require all of her time if it is to be done as it should. Each department requires a supervisor with special training.

Miss Scholfield's experience as a systematizer and instructor in a school of filing has convinced her that a filing department, to function as the "Memory of Management," or as a "Service Bureau," needs capable, trained clerks. The reign of the office boy in the filing department is past. She fully appreciates, as so admirably is expressed in Chapters 1 and 2, that any other than trained, intelligent supervision in a filing department discredits the whole vocation, and this is exactly what happens in a business library when men or women not trained in library work attempt to organize and control a library department in business.

The reviewer makes these statements without prejudice in favor of either vocation, and with a sympathetic understanding of both fields, having been a business librarian with experience in supervision of commercial files, and now a teacher of commercial filing.

## Fremont Rider Classification

*A Tentative Decimal Classification and System of Subject Headings for the Literature of Business; with Special Reference to Advertising and Selling, Store Management and Banking, Compiled for the use of the Editorial Staff of "Business Digest" . . . Printed as manuscript. New York, Cumulative Digest Corporation, 1924. 333p.*

*A review by Ruth Alexander, Harvard Graduate School of Business Administration.*

Planned somewhat differently from the usual decimal classification "A Tentative Decimal Classification" presents interesting and suggestive features. Discarding the customary 000, 100, 200, 300 . . . series as a basis, Mr. Rider has chosen the series 0, 1, 2, 3 . . . for the ten main divisions of the classification. A decimal point is placed immediately after this single figure and three figures to the right of this point are used for subdivisions. All classification numbers uniformly consist of four digits, ciphers being used to complete the number when necessary, e.g. 3.400 is the class number for Advertising Mediums. The ten main divisions of the classification system are as follows. 0.000, Business in General, Executive Management; 1.000, Manufacturing, Production; 2.000, Accounting and Office Management; 3.000 Advertising and Sales Promotion; 4.000 Store Management, Retailing; 5.000, Banking; 6.000, Credits and Collections; 7.000, Communication and Transportation; 8.000, Insurance, Real Estate, Wholesale Living; 9.000, Foreign Trade.

Examination of the subdivisions in these classes shows that Advertising, Selling, and Banking are developed in a thorough and satisfactory manner. Classifiers and catalogers should find much to help them in these sections.

That these classes, admirably done as they are, should occupy nearly one-half of the available class numbers of the system, is a point not to be overlooked, however, when one considers the adequacy of this classification system for the complete literature of business. Railroad transportation, for instance, an important subject having many subdivisions, is given a space equal to only one-tenth of the numbers assigned to the class Accounting and Office Management.

One wonders if the scope of this classification would perhaps be more clearly expressed

by the word "Manufacturing," than by the phrase "Literature of Business," for certain economic aspects of the subjects seem to be omitted entirely. To mention a few—Labor problems appear only in the Employment management section, while such subjects as Unemployment, or the aims of Labor are ignored. The larger aspect of Production is also omitted and this heading is used only for shop production. There seems to be no place for the subjects Investment, Speculation, and Values of Industrial securities. Taxation appears in the Accounting section; Crises and Panics are a subdivision of Banking Supervision and Examination; and one finds no place for government finance of the United States, while foreign public finance is a division of Foreign Banking.

Doubtless most, if not all, of the foregoing deficiencies could be easily remedied, but the lack of elasticity for expansion may well be a matter for serious thought for anyone wishing to use this system in a library covering the field of business literature. By using only one figure at the left of the decimal point, the system is practically limited to numbers of four digits, for with the ten main classes assigned as they are, additional expansion at the right is usually unnecessary. If three figures had been used at the left of the decimal point, the possible class numbers of this six-figure system would be to those of the four-figure system in the proportion of 999 to 10, or practically 1000 to 10. The addition of two more digits would increase the capacity of the classification one hundred times.

The important question, then, concerning this classification, is, Can it, thus limited and inelastic, and with all the main headings assigned, cover the entire field of business literature? But even if Mr. Rider's system does not prove to be the basis of the "Complete business classification," certainly we owe a great debt to him for the bringing together of the materials for this, as he modestly entitles it, tentative outline for a classification system; and also for the thoroughly good and careful workmanship displayed by him in this compilation. For a library that covers the same ground as the material gathered by the "Business Digest" this system, with its excellent and helpful index, would seem to be very satisfactory; and if other librarians could follow Mr. Rider's excellent example, and bring forward as sat-

isfactory an outline of the material in their respective libraries, in all probability it would not be long before business libraries could be thoroughly and happily standardized!

Bound with the decimal classification and occupying about two-thirds of the book is an admirable list of subject headings, printed in two columns so as to include both references to and references from a certain subject. It is to be noted that the rule of using the most specific heading possible has apparently been

followed and subdivisions of headings are freely used. Based upon the same material as the classification, naturally the subjects concerned with Advertising, Selling, and Banking predominate, but the cataloger will also find the headings in other fields extremely useful. It is unfortunate that there is very little space available for the inserting of added entries, if it is desired to use the list as a basis of the subject headings used in a particular library.

## The Statistician

He gathers data:  
The mathematics of a comet's curve  
Or when the oriole nests,  
The tensile strength of steel  
Or the decline of cholera in the Philippines.  
He does not formulate laws  
Or institute practical measures  
Or touch the kindling spark of imagination  
To facts observed;  
He counts and sifts and classifies.

He is no architect, inventor, poet;  
Yet on his faithfulness we build:  
A plumb line wrong,  
And all the bricks are tumbling round our heads.  
He bent the timbers of Columbus' galleon  
And squared the stones of Chartres,  
He pounded Titian's colors  
And chronicled events that Shakespeare sang.

A slave, some call him.  
But he is not—  
This man who dared not lose himself in beauty  
For fear he miss a fact—  
The proofreader of God?

—Charles Wharton Stork in the Forum.  
Wall Street Journal, Dec. 20, 1923, p. 2.

## The Business Librarian

He gathers knowledge from the ends of all the world.  
He sees that every fact is ready, hand to hand, not one line missed.  
He with skilled technique,  
Sorts, arranges all in seemly order, shelves or files,  
And when the crucial moment of

Demand for knowledge comes,  
Either for one fact or for many  
Which the Statistician needs  
To solve the commerce problems of today  
He never fails.  
The oil is always ready in his lamp to light the way.

L. B. K.

# Special Libraries

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## EDITORIAL

The proposed constitution, as revised by the committee since the 1923 meeting, was submitted in December. It was intended to publish another revision in May, but since only one suggestion for an addition was made, we shall omit printing it again. There will be copies on hand at the business meeting, or they may be obtained in advance from the Secretary. The suggested addition was a provision for life membership.

Mr. Chase has some good points in his article on the special librarian and the general library for those who are still debating whether they can or will go to the conference. If we are librarians, not file clerks or private secretaries, we need the touch with other librarians. Especially is this true in these days when we must realize that the value of our services lies in our knowledge of what is to be found outside our own doors as well as of what is within.

Much that is of value in our work is contained in the public library, which is ever ready to supplement the special library. Can we not best augment our services to one another by a greater familiarity with each other's resources and problems?

Inevitably in meeting with the larger association we must lose something of the clan gathering spirit, but instead of regretting this one disadvantage should we not recognize those which we gain, the added opportunities it brings to attend meetings which are not primarily concerned with our libraries, yet which must touch our several fields at more points than one. The broad minded worker wants a knowledge, not only of his own field, but of related subjects. The type of mind seeking such information is the type indicative of the progressive man or woman.

The following is the outline of the program for the three sessions planned especially for this association. The complete program will appear in the June number and will also suggest other meetings at the conference which should be of special interest to our members.

It will be noted that our meetings are on three consecutive days, but this in no wise means that the conference begins or ends there for the special librarian. The business meeting will probably take the entire day on Thursday as final action



will be taken on the constitution and there are other important policies coming up for decision.

*Tuesday, July 1st.*

General Session (exact time not yet appointed).

1. Called to order by president.
2. Announcements by president and others.
3. President's address.
4. The Business Library as a Phase of Group Service, by Dr. Arthur E. Bostwick.
5. Address by (speaker to be announced).
6. Adjourn.

8 P. M. Entertainment Committee's Program.

*Wednesday, July 2nd.*

(Exact time not yet appointed).

Group Meetings—Such group meetings to be planned throughout the day rather than all being held at one time so that those interested in more than one meeting will be able to attend. If necessary to hold more than one group meeting at a time, such meetings will be held by groups which conflict as little as possible in common interest.

Two hours to be given each of these meetings.

*Thursday, July 3rd.*

Business Session.

## Groups

(Officers' addresses inside front cover)

### Advertising—Commercial—Industrial

As the April issue came out just before this one goes to press, the chairman has had no response to her appeal. It is hoped that before this reaches the readers there will be one hundred per cent registration of members in this group.

### Public Health

Will anyone interested in the group meeting at Saratoga Springs please send name and address to the chairman at once.

### Sociology

The conference program for this group has not yet been worked out, therefore, suggestions as to subjects and problems for group discussion are still welcome. Won't *you* do *your* share toward making your own group meeting a success?

Please send contributions at once to the chairman.

### Technology

The progress report in SPECIAL LIBRARIES for April called attention to the resources on Electric Railway Service published in March SPECIAL LIBRARIES, page 63, which was from Miss Carolyn R. Schantz of the Philadelphia Rapid Transit Company. Since then the attention of the chairman has been called to the fact that Miss Schantz did not list neighborhood, or outside resources. While such resources are often chiefly of local value, they are also suggestive of how, by analogy, one can obtain valuable information from his own neighborhood.

Chairman has received reports from several other members of the group and the signs point to an interesting discussion at Saratoga Springs. We should on that occasion arrive at working methods that will enable the members of the group to be of much help to one another throughout the year. Let everyone interested in technology make special effort to attend one or more meetings of this group, regardless of his affiliations or memberships.

## Associations

### American Library Association

The Temporary Training Board held a series of open meetings in New York on April 15-17. A report of the proceedings will appear in a later issue of *SPECIAL LIBRARIES*.

The members of the Boston Group of Catalogers and Classifiers met at dinner in the rooms of the Twentieth Century Club, Boston, April 3, 1924. Sixty-seven members representing twenty-seven libraries were present. Dr. Winthrop H. Chenery, chief of the Department of Special Libraries, Boston Public Library, read a very interesting paper, "A Tilt at the Dictionary Catalog," arousing spirited opposition among those members who did not accept his championship of the classed catalog. The second part of the program was the "Cataloger's Day," an attempt to find out what a cataloger is through the experiences of catalogers in various types of libraries. The following catalogers took part: Miss Ethelwyn Manning, Amherst College Library; Miss M. Hannah Wait, Harvard College Library; Miss Jessie K. Knowlton, Massachusetts State Library; Mr. Lucien E. Taylor, Boston Public Library; Miss Caroline Whittemore, Brookline Public Library; Miss Isabel Dunn, Lynn Public Library.

The Ohio Valley Regional Group of Catalogers was organized at a luncheon meeting in Indianapolis on March 29 at which fifty-eight librarians were present. The group includes the southwest quarter of Ohio, Kentucky north of Frankfort and Indiana south of Lafayette. Forty-five members were enrolled.

A feature of the program was a symposium on special problems in cataloging to which Gertrude Weil of Evansville, Winnifred Wenerstrum of Indiana Public Library Commission, M. Winifred Knapp of Indiana University Library and Jennie F. Scott of Indiana State Library contributed. Their papers were followed by active discussion, interest centering around the advantageous use of L.C. cards, the proposed simplified unit card, the employment of a trained cataloger in partnership by several very small libraries and some novel problems of the college librarians.

A careful analysis of the Williamson Report from the viewpoint of the cataloger by Laura Smith of the Public Library of Cincinnati stimulated many thoughtful opinions on the future of standardization and on the duties of library schools and of their alumni.

The officers of the group are: President, Ruth Wallace, chief of the Catalog Department of the Indianapolis Public Library; secretary-treasurer, Eleanor S. Wilby of the Public Library of Cincinnati.—*From Library Journal*.

### Boston

Mr. Handy, librarian of the Insurance Library Association of Boston, opened his attractive rooms at 18 Oliver Street to our association on the evening of March 31st. In the absence of Mr. Briggs, Mr. Handy also acted as president and added to his welcome a brief resumé of the Insurance Library Association's activities in the fields of fire and casualty insurance.

Two noteworthy announcements were then made: 1. the meeting of catalogers of this section at the 20th Century Club, April 3rd; and 2. the annual meeting of the Special Libraries Association for three days, during the first week in July, at Saratoga Springs, in joint session with the A.L.A.

The program of the meeting, announced as a "Shop Talk," was turned over to the chairman of the Methods Committee, Mr. Lee, who described the work of that committee and enumerated the sponsorships allotted to its individual members—discards, continuations, labor-saving devices, publishers' lists, and indexes. This committee meets monthly and in turn discusses the problems of each sponsorship, in preparation for a detailed final report and exhibit of recommendations.

Mr. Lee has also planned a beginning of the long-heralded union catalog, by employing Miss Mabel F. Reed for a period of three months to make a survey of local special library resources of interest to Stone and Webster. Miss Reed explained her plan to use the present Directory of Special Libraries in Boston and vicinity as a basis of her survey and to visit the smaller libraries first in an effort to locate material ordinarily little known.

Mr. Cutter spoke of the ever-present problem due to the need of "weeding out" from one's library all unnecessary material, and the consequent need of organization with regard to such discarded material. Mr. Eaton emphasized the need of rigid restrictions in developing a union catalog, because of the many diversified interests among Boston special libraries and the mass of material represented by them. General discussion followed.

### District of Columbia

The annual meeting of the District of Columbia Library Association was held January 18th at the Grace Dodge Hotel and the guest of honor was Dr. Arthur E. Bostwick, librarian of the St. Louis Public Library, who spoke on "The Socialization of the Library." The report of the Executive Committee on the year's activities was presented by Dorsey W. Hyde, Jr., president. Mr. Frederick W. Ashley, chairman of the Committee on Nominations, presented the following list of officers for 1924, who were unanimously elected: president, Miles O. Price, librarian, U.S. Patent Office; vice-president, Clara W. Herbert, assistant librarian, Public Library; secretary, Robina Rae, librarian, Red Cross; treasurer, Sara Abbott, Bureau of Foreign and Domestic Commerce; Executive Committee, Luther L. Dickerson, War Department; Mary G. Lacy, librarian, Bureau of Agricultural Economics; and John D. Wolcott, librarian, U.S. Bureau of Education.

The March meeting of the association, on the evening of the 28th, was the occasion for a particularly enthusiastic gathering of Washington librarians. Dr. Harold G. Moulton, director of the Institute of Economics, presented an able discussion of the "Work of the Institute of Economics." Dr. Moulton said in part:

"The need for advance planning in the field of economics is increasingly apparent to all thinking citizens. We have made great efforts to obtain economic facts and statistics and it may be said that we have made notable progress. However, the facts thus obtained only too frequently are used, without reference to other bodies of facts, to serve some immediate, practical purpose. In this way we lose sight of the probable ultimate effects of economic trends and tendencies. To meet this situation we must plan our economic investigations on a larger scale and give more attention to the co-ordination of research activities. In this task libraries and librarians should be in a position to render valuable service."

During the business session, a resolution was passed extending to Dr. Herbert Putnam, the felicitations of the association upon the completion of twenty-five years of professional service as librarian of Congress. A second resolution endorsed the principles of the bill

introduced by Representative Stalker, which provides for the extension of library service through the mails to reach persons living in rural areas not adequately reached by the present public library distribution system because of the high cost of postage on packages of books.

Dr. James B. Gerould, librarian of Princeton University, on invitation of the chairman, told of the work of the A.L.A. Committee on Union List of Periodicals now coming to a successful fruition. Miss Josephine A. Rathbone, vice director of the Pratt Institute School of Library Science, the guest of honor of the evening spoke briefly, as did also Miss Denise Montel, librarian of the Maratime Institute of Marseilles, France. Mr. Miles O. Price, president of the association, who presided, told briefly of recent developments in the field of reclassification. He also called attention to the membership drives of the American Library Association and the Special Libraries Association and urged Washington librarians to respond to these calls and give their support to the professional bodies working to further their interests.

### New York

The New York Special Libraries Association held its March monthly meeting at the Metropolitan Life Insurance Company where we were hospitably entertained at dinner. This is the third year that the Metropolitan has extended the association this privilege. A splendid five-course dinner was served by the caterers.

The president, Miss Handerson, turned the meeting over to Miss Florence Bradley, librarian of the Metropolitan, who presided in a charming manner. A welcome was extended us by vice-president Robert L. Cox; he followed that by an intensely interesting address on the advertising of the Metropolitan, stressing the new ideals in this advertising. Particularly interesting to the librarian is the fact that so much of the advertising is based on literature, e.g. "Are you a Micawber?"

Mr. Samuel K. Ratcliffe, correspondent of the *Manchester (England) Guardian*, gave the principal address of the evening. In his usually delightful manner he described the literary talents and accomplishments of the Ramsay MacDonald Cabinet; through personal acquaintanceship with many of them he knew their attainments intimately and gave us a charming picture. After such a talk, we were

inspired to read more of these authors. Mr. Ratcliffe's splendid delivery and his beautiful English delighted his hearers. All present voted the meeting a happy success.

At the April meeting Miss Anne Morgan is going to talk about the new club building being put up by the American Woman's Association.

Miss Dorothy Wells of the Y.W.C.A. is going to tell about the employment situation.

Mr. Hyde, of course, as announced will be the main speaker of the evening, and those who care to may watch the workings of the broadcasting station under the direction of Mr. Randall.

#### Pittsburgh

The annual meeting of the Pittsburgh Special Libraries Association was held on the evening of Tuesday, April 22nd, at the Mercy Hospital Staff Library, with Miss Mary McCloskey as hostess.

Following a delightful dinner, there was a

brief address by one of the doctors. Mrs. Blanche Wappat, the president, then presented her annual report, and the status of the work of various committees was called for. The annual report of the treasurer was read.

The election of officers followed.

#### Southern California

Through Miss Ruth Anderson, librarian of the Southern California Edison Company, the association had a dinner meeting on March 10 in the beautiful club rooms of the Southern California Edison Company. Mr. Walter G. Blossom, field superintendent of education for the company, gave an illustrated lecture, "The Romance of Electricity."

There were thirty special librarians present. The Riverside Library Service School was represented by Miss Jeanne Johnson, Miss Margaret Reynolds and Mr. Charles F. Woods, director of the school. Mr. J. R. Douglas, head of the Department of Research and Service of the Security Trust and Savings Bank, Los Angeles, was another guest.

## News from the Field

#### University of Pittsburgh

Personnel departments have unusual difficulty in *proving with figures* that their work is effective because their results are so often intangible. Yet occasionally the personnel director is able to produce some sort of measurable result in connection with small or large units to show that training, selection, placement, welfare, etc., have made an improvement in the organization.

The American Management Association has appropriated a small sum of money to enable the University of Pittsburgh to collect such methods from the field and organize them into a report for the association.

If your personnel department has methods or materials which have been used or might be used to show that the personnel department pays, either in terms of the pay-roll, increased output per man, saving of time by training, smaller turn-over, less industrial unrest, or in some other tangible way.

Will you please write stating merely what sort of material you have? Later directions about how to report it, if you are permitted and are willing to do so, will be given. If you know of some one who may have such material will you also give names and addresses.

If all such methods can be collected and pooled, the results will be of very great service to everybody in personnel work.

#### The Tokyo Institute for Municipal Research, Yuraku Building, Marunouchi, Tokyo to Bureau of Municipal Research Library, New York

"We do not know how to express our feeling of gratitude for your kind assistance and endeavors in building up a municipal research library for us, which has been missed in our municipalities, in spite of the fact that such a library cannot in any way be dispensed with. Citizens of Tokyo and other cities, including municipal students, I am sure, will not fail to avail themselves tremendously of the library."

#### Libraries Plan Union Catalog to Make Usable Public and Private Resources

*Revised from Report in Christian Science Monitor for April 1, 1924.*

Co-operation among libraries of Greater Boston was the subject of discussion March 31, at the regular monthly meeting of the Special Libraries Association of Boston.

As libraries, to co-operate successfully, must know what the others have, there has been

talk of a union catalog to make public their combined resources. The Stone and Webster Library has started the project by engaging for three months the services of Miss Mabel F. Reed who started work today on the proposed catalog which is to be housed at the Boston Public Library. It is hoped at the end of this time the project will have proved its worth and other means found to keep it going.

This Union Catalog will be in the main a name list of authors, societies which publish transactions, etc., and of periodicals. However, a subject list will be made of collections of books on particular topics, of which many are to be found about Boston, both in the well-known large libraries and in special libraries as well, and these will be listed by their proper topics.

This catalog will enable one to locate, for instance, a government publication, perhaps out of print and missing from a series of which a file is kept. Where a file of a periodical or of a publication of a society is incomplete on account of volumes lost or missing, by this catalog one may locate and perhaps borrow that volume.

Libraries may find themselves in a position to dispense with some books which have been little used, but which may be of value in other libraries. Borrowing, therefore, may be substituted for purchasing in some instances, especially for such books as are needed only occasionally

George W. Lee, librarian of Stone and Webster, who believes that the union catalog will work out not only for co-operative use of material already bought but for co-operative buying as well, explained:

"Now suppose the library needs a book not a whole 100 per cent, but, say, just 45 or 55 per cent. The library will agree to buy this book provided another library will buy a book for which it too has only a partial need. By a census taking of libraries we can apportion our buying."

Mr. Lee believes not only in cataloging the resources of libraries but also what people have in their homes. He knew, for instance, a man who had been to Shanghai and had a map of the city. Mr. Lee continued:

"Now such facts ought to be put in the catalog. And if anyone knows all about New Zealand or Bismarck, North Dakota, these facts should go in too."

William P. Cutter, librarian of the Arthur D. Little Company, who naturally would be thought of as an authority on things chemical, has for his "business hobby" the state of Maine. And so on.

In time Mr. Lee hopes that the Union Catalog will have an official organ, and already he has thought of two possible names for the future publication.

## Personal

Amelia Krieg, Illinois, 1920, librarian of the Romance Language seminar, University of Illinois, resigned her position to organize and administer the library of the Western Engineers' Society, Chicago.

Miss Loveland, formerly in the Cataloging Department of the Riverside Public Library,

has been appointed librarian of the Southern Sierras Company at Riverside, California.

Dorothea C. Schmidt writes that information concerning her in the March number was incorrect. She is conducting the Tulsa Book Shop in Tulsa, Oklahoma.



## Things in Print

"Handbook of the Libraries of Cleveland and Vicinity," issued by the Library Club of Cleveland and Vicinity, Alta B. Claflin, librarian, Federal Reserve Bank, *secretary*. This is an alphabetical list of seventy-five libraries, with addresses, librarians, hours and notes as to character of collections. It has a subject index, but none to names.

The Massachusetts Library Club Bulletin for March is the 1924 Handbook. It contains a brief sketch of the Club's first year by Mr. Gardiner M. Jones, one of its founders, as well as the usual handbook material. The list of seven hundred and fourteen members reminds us that after all we are only one of many groups of workers for the cause.

The New York Library Club Bulletin for April has an account of the new Museum of the City of New York. It also devotes half a column to the local Special Libraries Association.

"Summer Courses in Library Science"—The Library Journal for April 1 has over two pages given to brief statements of what courses will be offered by some twenty schools this year.

The *Political News* of New York has in its March number a two page article on the Municipal Reference Library—"Accurately Answers a Myriad of Questions Daily," by Trevor M. Caven. It contains a good picture of the librarian and one of the Public Health Branch.

The *Industrial Arts Index* has added several more periodicals to its list, making over two hundred in all, and has issued a circular asking libraries to check the list and to add titles they would like to have included. Those who are considering the use of this index may like to ask the H. W. Wilson Co., 958 University Avenue, New York, for a copy of the circular.

"Outstanding Current Business Books," by Ethel Cleland and "Labor Banks in the United States," by Laura A. Thompson are two articles in the March 15 *Library Journal* which SPECIAL LIBRARIES would like to have had to its credit—the consolation we take to ourselves is that the *Library Journal* does reach a wider audiences after all.

"The Value of the Library to the Banking Business" by Purd B. Wright in *The Commer-*

*cial Pulse*, published by the Commerce Trust Co., Kansas City is quoted as a good example of library publicity through the house organ. Such contributions from public libraries should be of great value in promoting the interests of the special libraries.

"American Labor Year Book 1923-24" published by the Hanford Press, New York, \$3.00. This contains, in addition to the matter previously covered: International Labor Directory; Worker's Education; a full treatment of Labor Banking; a Labor Diary and a Calendar of 1924 Conventions.

"Business Managing Our Cities" by Dorsey W. Hyde, Jr., assistant manager Civic Development Department, Chamber of Commerce of the U.S. A reprint from *The Nation's Business* for March. This is a rather adverse report on the city manager plan to which three hundred and twenty-one American cities are now committed.

"Booklist Books," 1923. American Library Association. 45c. The fourth in this annual series.

Carrying the authority of the American Library Association, this is a uniquely representative list of the best of the year's output, for it has been chosen, not by any individual, but by the votes of more than sixty leading librarians and specialists in book selection. All these people knew these books and had made actual use of them.

Two hundred titles are included, covering all branches of knowledge, each book briefly described and evaluated.

The Syracuse Public Library has published the seventh edition of its Gold Star List of American Fiction with a charming cover "Map of Good Stories" on which are located such familiar landmarks as "Joe Lincoln's Cape," "Mark Twain's River," the "Route of the Covered Wagon" and "Brer Rabbit's Brier Patch." The map is reproduced in three sizes, 8 in. by 11 in. at 50c, 18 in. by 24 in. at \$3, and in book mark size 500 for \$2.50. The list which gives titles of five hundred stories, with notes, is 20 cents.

### Bibliographies

There have been so many subjects of interest in the bibliography lists of the *Library Journal* recently that we have been tempted to take the following bodily from their columns.

## ACCIDENTS, INDUSTRIAL

Adams, W. W. Metal-mine accidents in the U.S. during the calendar year 1922. U.S. Bureau of Mines. bibl. (Technical paper 354).

## ACCOUNTING

American Institute of Accountants. Accountants' index supplement, 1921-1923: a bibl. of accounting literature, Ja., 1921-Je., 1923. 599p. \$5.

## BOILERS—MARINE

Stromeyer, Charles E. Marine boiler management and construction. Longmans. 4p. bibl. O. \$7.

## BUSINESS

Reading lists for students of commerce and business administration. University of Chicago. *University Journal of Business*. March, 1923. p. 216-47. 75c.

## BUSINESS CYCLES

Lanfear, V. W. Business fluctuations and the American labor movement. Longmans. bibl. \$1.50. (Columbia Univ. studies in hist., econ. and public law v. 110, no. 2).

## CAPITAL

Commons, John R. Legal foundations of capitalism. Macmillan. bibl. footnotes. O. \$3.

## CIVIL SERVICE PENSIONS

U.S. Library of Congress. List of references on civil service pensions. 10 typew. p. Nov. 22, 1923. \$1.10. (P.A.I.S.).

## COMMERCE

Profitable reading for export managers; some further comments by the author "Read, Learn, Advance," by a New York director of sales. 280 Broadway, New York. *Export Trade and Finance*. March 1, 1924. p. 13-16.

## DEPARTMENT STORES

Indianapolis (Ind.) Chamber of Commerce. Department store service. Bloomington: University of Indiana Bookstore. bibl. 10c. (Indianapolis vocational information ser. no. 8).

## FACTORY INSPECTION

International Labour Office. Factory inspection: historical development and present organization in certain countries. Boston: World Peace Foundation. bibl. \$1.20.

## FACTORY MANAGEMENT

Dutton, Henry P. Factory management. Macmillan. bibl. D. \$2.75.

## INDUSTRIAL RELATIONS

Howd, C. P. Industrial relations in the west coast lumber industry. U.S. Bureau of Labor Statistics. bibl. (Bull. no. 349. misc. ser.).

## INDUSTRIAL REPRESENTATION

Miller, E. J. Workmen's representation in industrial government. Urbana: University of Illinois. bibl. \$2. (Studies in the social sciences, v. 10. nos. 3-4).

## LABOR AND CAPITAL

Calder, John. Modern industrial relations: policy and practice. Longmans. 2p. bibl. D. \$2.25. Pub. in 1923 under title "Capital's Duty to the Wage-Earner."

Berman, Edward. Labor disputes and the president of the United States. Longmans. 6p. bibl. O. pa. \$3. (Columbia Univ. studies in hist., economics and public law, v. 111, no. 2).

## LEGISLATIVE MANUALS

Tentative list of directories of state officials. Ja. 1, 1924. U.S. Library of Congress. *Monthly Check-List of State Publications*. D. 1923. p. 531-6. 10c.

## MUNICIPAL GOVERNMENT

Lancaster, Lane. States supervision of municipal indebtedness. Philadelphia: Westbrook Pub. Co. 4p. bibl. O. pa. \$1.50.

## NEWSPAPERS

Bastian, G. C. Editing the day's news: an introduction to newspaper copy-reading, headline writing, illustration, makeup and general newspaper methods. Macmillan. bibl. \$2.75.

## OCCUPATION—DISEASES AND HYGIENE

International Labor Office. Bibliography of Industrial hygiene. 40 Mt. Vernon st., Boston: World Peace Foundation. 47p. D. 1923. (No. 4; text in French, English and German).

Kober, G. M., and E. R. Hayhurst, eds. Industrial health. Blakiston. bibl. \$15.

## PETROLEUM

Ibbotson, H. J. Oil production in the future: prospects of a South African oil land spirit industry. Pretoria, Union of South Africa: Govt. Printer. *South African Journal of Industries*. F. 1924. p. 82-9. bibl. 6d.

## PURCHASING AND STORESKEEPING

U.S. Library of Congress. List of references on governmental purchasing. 6 typew. p. N. 22, 1923. 70c. (P.A.I.S.).

## RADIUM

Barker, Howard H., and Herman Schlundt. Experiments on the extraction and recovery of radium from typical American carnotite ores, including contri- butions to methods of measuring radium. Columbia: University of Missouri. 2p. bibl. O. pa. apply. (Bull., v. 24, no. 26; Eng. Exp. Sta. ser. 23).

## RAILROADS—EQUIPMENT AND SUPPLIES

Duncan, Kenneth. Equipment obligations. Appleton. 7p. bibl. O. \$3.50.

## RAILROADS—RATES

Kramer, R. L. History of export and import railroad rates and their effect upon the foreign trade of the United States. Univ. of Pennsylvania. bibl. (Thesis—Ph.D.).

## SECURITIES

Kulp, C. A. Discounting of dividends by the stock market. University of Pennsylvania. bibl. (Thesis—Ph.D.).

## TESTS, MENTAL

Odell, C. W. Annotated bibliography dealing with the classification and instruction

of pupils to provide for individual differences. Urbana: University of Illinois College of Education. 50p. 50c. (Bull. no. 16).

Thurstone, L. L. Intelligence tests in the civil service: a discussion of fundamental principles in development and application of intelligence tests. Williams and Wilkins. *Journal of Personnel Research*. March, 1924. p. 431-41.

## UNITED STATES—BUREAU OF FOREIGN AND DOMESTIC COMMERCE

Schmeckbier, Laurence F., and Gustavus A. Weber. The Bureau of Foreign and Domestic Commerce; its history, activities and organization. Johns Hopkins Press. 12p. bibl. O. \$1.

## UNITED STATES—PATENT OFFICE

Weber, Gustavus A. The Patent Office; its history, activities and organization. Johns Hopkins Press. 9p. bibl. O. \$1. (Inst. for Govt. Research; service monographs no. 31).

## WAREHOUSES

U.S. Library of Congress. List of references on bonded and private warehouses. 10 typew. p. D. 11, 1923. \$1.10. (P.A.I.S.).